

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
Approved For Release 2003/05/05 : CIA-RDP84-00780R004800070007-8			
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DDS	10/25/72	NOTED By DDS
2			+A 72-5513
3	D/Pers		
4			DD/S 22-4006
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p>The Director agreed that Certs of Merit (only) be delegated to the Deputies - with a report to Ex Dis through HMAB, for post auditing -</p>			
FOLD HERE TO RETURN TO SENDER			
FROM:		DATE	
		10/24/72	
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO. 1-67

237

Use previous editions

(40)

DD/S REGISTRY
FILE Personnel 3

SUBJECT: (Optional)

TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
1. D/Pers 5 E 56, HQ		10/10/69			STATINTL
2.					
3. Ex. Dir. - Compt. 7 D 59, HQ		10/10			STATINTL
4.					
5. Director of Personnel 5B-56 Headquarters		10/10/69		PAW	STATINTL
6.					
7. Recorder NMAIB 7B31		22 OCT 1969			
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

STATINTL

Sub: discussed this with the Director on 20 Oct. He prefers to leave the procedure and approval authority as is.

STATINTL

9 OCT 1969

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Executive Director-Comptroller

SUBJECT : Delegation of Authority to Award the Certificate of Distinction and Certificate of Merit

1. Paragraph 4 includes a recommendation for your approval.

2. While preparing a revision to Section VI, our regulation on awards, the Honor and Merit Awards Board concluded that our awards program would achieve considerably more momentum if affirmative action on recommendations for the Certificate of Distinction and Certificate of Merit could be taken by the Board and authenticated by the Chairman acting in the name of the Director. Delegation to the Chairman, HMAB, of authority to approve these two certificates would conserve executive time and permit more speedy recognition of the type of performance intended to be honored at these levels.

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3. Consequently, a paragraph intended to announce such a delegation has been included in the proposed revision which will soon be circulated for coordination. It reads as follows:

"Each recommendation for a Certificate of Distinction or a Certificate of Merit considered favorably by the Board is approved or disapproved by the Director of Personnel acting for the Director of Central Intelligence. When a recommendation is not favorably considered by the Board or when the Board believes a different award is more appropriate, the Recorder so advises the officials concerned."

4. Your approval is recommended. In the rare case where Board action is not unanimous, I would consult the Executive Director-Comptroller before exercising the delegated authority.

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

APPROVED:

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DD/S 69-1294

30 MAR 1969

MEMORANDUM FOR: Director of Personnel

SUBJECT : Proposal to Encourage Greater Use of
Certificate of Merit

REFERENCE : Draft Memo dtd 31 Jan 69 to D/Pers frm
Honor and Merit Awards Board, same subj

I am in favor of encouraging greater use of the Certificate of Merit by recommending approval at the Deputy Director level. Please coordinate with the other Directorates and prepare the necessary action paper.

[Redacted Signature]

R. L. Bannerman
Deputy Director
for Support

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MEMORANDUM FOR: Director of Personnel

SUBJECT : Proposal to Encourage Greater Use of
Certificate of Merit

1. Facts

a. The Certificate of Merit, the Agency's sixth and lowest award, is given less frequently than the two awards which precede it (see attachment).

b. The Certificate of Merit, originally intended to be given generously to outstanding personnel in the lower grades, was given to no one below the grade of GS-8 during 1968 (see attachment).

c. The Agency Honor and Merit program recognized no one below the grade of GS-7 during 1968 (see attachment).

2. Discussion

a. Most recognition programs are intended to speedily recognize outstanding performance at any level of responsibility. Long ago, the military departments concluded that achievement of this ideal would require a decentralization or delegation of authority to award all but the most exalted decorations. Consequently, field commanders of various levels have been given authority to award those decorations most frequently given to recognize military accomplishments of both a valorous and nonvalorous nature. The number of individuals recognized

d. That presentations be made in the name of the Director of Central Intelligence by and within the Directorate concerned.

e. If the above recommendations are approved, the program set forth therein be reviewed after a six-month period to determine if it should be expanded to include awards of the Certificate of Distinction.



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Recorder
Honor and Merit Awards Board

b. It occurs to me that a modified application of this principle could improve our program by increasing the frequency with which lower-salaried employees are recognized and by materially shortening the processing and executive time now expended on the handling of recommendations for award of Certificates of Merit. Also, the reluctance to initiate action for the presentation of comparatively minor awards when that action may terminate in the Director's suite, may be removed.

3. It is recommended that:

a. Deputy Directors be authorized and encouraged to originate, process, and approve recommendations for award of the Certificate of Merit to individuals employed within their Directorates, whether at home or abroad.

b. The procedures adopted by each Directorate to effect the above conform with those now in use in the Agency honors program insofar as is practicable.

c. That to maintain HMAB cognizance over the program, the Recorder, HMAB, be authorized to furnish an appropriately named Certificate of Merit upon receipt of an approved recommendation from a Deputy Director and to enter the facts of each case in the official Agency record of awards.

Recommendations

January 1968

(Revised 29 January 1968)

ILLEGIB

CIA AWARDS BY GRADE

Calendar Year 1968

Grade	DIM	IS	IMM	CD	CM	Total
EP-05	1					1
SPS			1			1
GS - 13	3		4			7
17			6	1		7
16			8	2		10
15	1	6	13	10	1	31
14			8	15	1	24
13		1	3	13	6	23
12		2	2	10	5	19
11			1	8	3	12
10		1			3	4
9				1	4	5
8				1	1	2
7				2		2
Colonel			3			3
Totals -	5	10	49	63	24	151

ADJOURNMENT: 1510 hours

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Recorder

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CIA
RECORDS

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10/24/79
RSW

Insofar as I am aware, nothing in writing has passed through this office since Col. White's marginal comment of 20 Oct 69.

I have not advised
Dir/Per -

P
P.S. - Either you or I should mention at noon meeting.